

OCCUPANCY PERMIT PACKET

OC Planning



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Permit Application

County of Orange

Today's Date: _____

Permit #: _____

TYPE OF PERMIT

- | | |
|--|--|
| <input type="checkbox"/> RESIDENTIAL (RS) | <input type="checkbox"/> COMMERCIAL (NR) |
| <input type="checkbox"/> SWIMMING POOL/SPA (SW/SA) | <input type="checkbox"/> ELECTRICAL (EL) |
| <input type="checkbox"/> MECHANICAL (ME) | <input type="checkbox"/> PLUMBING (PB) |
| <input type="checkbox"/> GRADING (GA/GB) | <input type="checkbox"/> SIGN (SB), SOLAR (SL) |
| <input type="checkbox"/> RETAINING WALL
(Separate attachment required for multiple wall submittal) (RW) | <input type="checkbox"/> Non-Structural (EL, PB, ME Combo) |
| | <input type="checkbox"/> DEMOLITION (DM) |

PROJECT INFORMATION

Address of Project: _____

Address

City

Zip

Location of Site (Decimal Degrees): _____ / _____ Example: 33.687 / -117.786

Latitude

Longitude

Latitude

Longitude

Owner Name: _____ Phone Number: _____

Owner Address: _____

Address

City

Zip

Current Permits: _____

Contractor: _____ License #: _____

Address: _____ Phone Number: _____

Agent/Contact Person *: _____ Affiliation: _____

Phone Number: _____ Fax: _____ Email: _____

Job Description: _____

STRUCTURE SIZE: _____ / _____ / _____

Total

1st floor

2nd floor

3rd floor

GARAGE SIZE SQUARE FEET: _____ SITE ACREAGE: _____

ARCHITECT: _____ / _____ / _____

Name

Lic#:

Street #

Area City

Phone Number

ENGINEER: _____ / _____ / _____

Name

Lic#:

Street #

Area City

Phone Number

SOILS ENGINEER: _____ / _____ / _____

Name

Lic#:

Street #

Area City

Phone Number

* If different than owner, owner must sign & certify that they want this person/agent to serve as the designated contact of this application.

STAFF USE ONLY☐ OTC ☐ PLAN CHECK ☐ PLANNING APPLICATION**SETBACKS**

ZONING: _____ ☐ FP ☐ Coastal ACTUAL: _____ REQ'D: _____

APN#: _____ FRONT _____

LEGAL: _____ SIDE (R) _____

PA/CP: _____ ☐ Required SIDE (L) _____

PLANNER'S NAME: _____ REAR _____

Applicable to Grading Permits ONLY

ENGINEER GEOLOGIST: _____ / _____ / _____ / _____

Name Lic# Street # Area City Phone Number

CUT: _____ FILL: _____ EXPORT: _____

CUBIC YARDAGE: _____

SITE ACREAGE: _____ WDID: _____ NOI: _____

TOTAL SITE ACREAGE: _____ DISTURBED SITE ACREAGE: _____

CAL/OSHA REQUIREMENTS (CHECK APPLICABLE BOX)

- ☐ I am the owner-builder and exempt from State permit requirements.
- ☐ I acknowledge that I must submit proof of issuance of CAL/OSHA permit for the project.
- ☐ The project does not require a CAL/OSHA permit, based upon the criteria on the reverse side of this sheet.

Applicable to Sign Permits ONLY:

TENANT/BUSINESS NAME: _____

OCCUPANCY PERMIT NUMBER: _____

SIGNAGE DETAIL: ☐ Wall Sign ☐ Freestanding ☐ Single Face ☐ Double Face ☐ Illuminated ☐ Non-Illuminated

Height: _____ Length: _____ Sq Ft: _____ Ground Clearance: _____

ADDITIONAL INFORMATION: _____

DECLARATION:

I declare that the foregoing is a true and correct to the best of my knowledge. I understand that an incorrect answer will cause delay to inspection approval and issuance of a stop-work order.

Print Name_____
Signature_____
Date



Designation of Financially Responsible Party

County of Orange

As stated in the Board-approved Ordinance, the County's Planning Department operates by using a time-and-material based deposit and fee structure for plan check, inspection, and planning services. Thus, it is required that each permit or record maintained by Planning have a Financially Responsible Party (FRP) identified.

Per the County Ordinance, the FRP and the owner will receive all official communications regarding fiscal matters, including notices of low balances and additional requests for deposits and copies of permits, and will also receive any refunds, if applicable. Once the FRP is identified, a confirmation notice will be sent in which the named FRP will have 10 days to notify the County of any errors. If the designation is contested, all work on the permit(s) may be stopped until this issue is resolved.

Permit / Record # (s)

As the ☐ Applicant ☐ Owner ☐ Contractor ☐ Other (specify) _____, I designate the Financially Responsible Party to be: _____.

Contact Person/Agent of this application to be: _____.

☐ Applicant ☐ Owner ☐ Contractor ☐ Other _____

Name _____

Company / Business Name _____

Address _____

City, State, Zip _____

Phone # _____

Email Address _____

PRINT NAME

SIGNATURE

DATE

County Use Only

☐ New Application

☐ Revision to Current Application

Received by: _____

Date: _____

Role Updated in APPS: _____



Permit and Plan Check Process For Occupancy Permits

County of Orange

OCCUPANCY PERMITS WITHIN A BASIC BUILDING

Occupancy Permits: Permitted work shall be inspected and final approval granted PRIOR to the issuance of an Occupancy Permit. Note: Original, basic buildings are not checked or inspected for a specific occupancy.

PROCEDURE FOR OBTAINING OCCUPANCY PERMIT: Submit three (3) complete sets of PLANS and specifications as noted below. Clearance from each area in sequence listed below is required prior to the issuance of the occupancy permit. All documents, including each sheet of plans, are to be identified with job address and suite number.

1. LAND USE:

- A. Application (attached).
- B. Three (3) sets of PLANS showing a specific area to be occupied within the shell (including floor plan and plot plan, sample plot plan attached).
- C. Three (3) copies of a letter (sample attached) from the proposed occupant which:
 - (1) Fully describes the type of business.
 - (2) States the total number to be employed, indicating the number of each gender.
 - (3) States the quantity and flashpoint of flammable materials to be stored or used in the building, if any.
- D. A notarized letter from the property owner or a Rental / Lease agreement giving the proposed occupant permission to occupy the subject building or suite.

2. PLAN CHECK – PRELIMINARY REVIEW:

- A. Three (3) complete architectural PLANS of the occupancy showing: to scale, double line floor plan of partitions, use of each room, exits from basic building, proposed construction, all equipment, fire rating of corridors, beams, joists, etc.
- B. Specifications for materials or systems.

3. MECHANICAL AND PLUMBING:

- A. Plumbing plans showing fixtures, main drain and branches, water and gas pipes with sizes and types of materials for systems. Delineate between new and existing.
- B. Mechanical plans showing mechanical equipment, capacities, size and locations of all ducts, fire dampers and specifications for the equipment. Provide calculations and forms to show compliance with California Energy Efficiency. Delineate between new and existing.

4. ELECTRICAL:

- A. Electrical PLANS showing service diagram, wire sizes, service capacity and location, switches, fixtures, electrical equipment, and new and existing loads. Electrical plans showing: Feeder conduit and wire sizes and feeder over current protection, operating voltage, phase and load of equipment and fixtures; panel schedule(s); locations of all fixtures, outlets, utilization equipment, distribution of equipment and service equipment; distinction between existing, new or relocated fixtures or equipment: California Energy Efficiency Forms Ltg. -1 and Ltg. 2; name and phone number of designer.

5. FEES:

- Plan check and building permit fees.

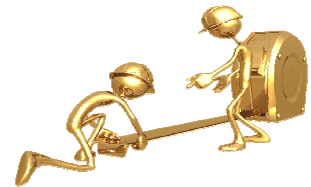
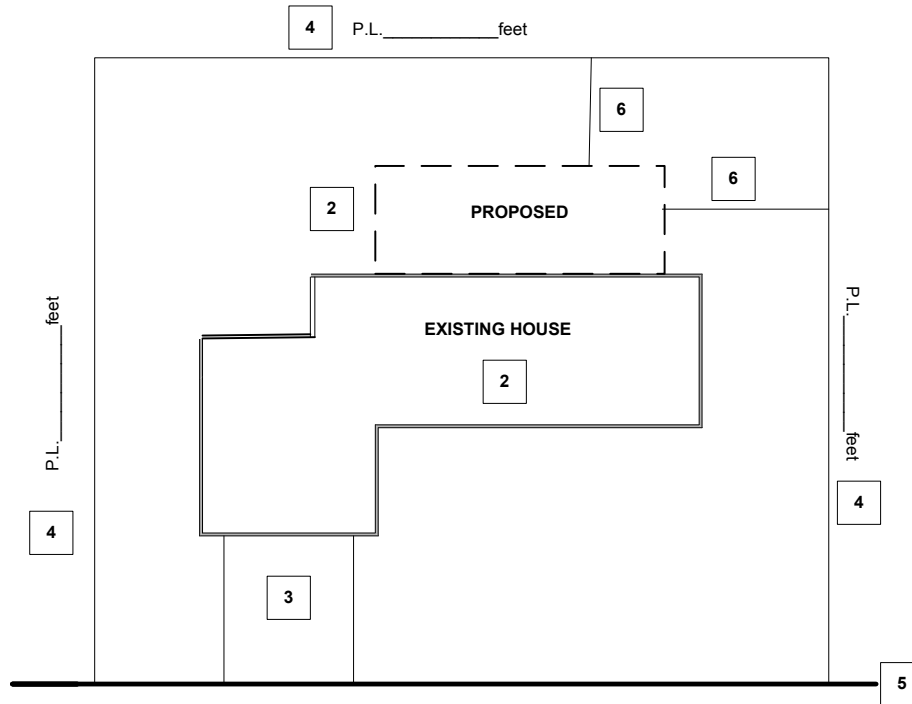
6. FINAL INSPECTION:

- After building is completed and ready for occupancy, which includes provisions for lot drainage and grading and clearances from other regulating County agencies (Health Department and Fire Marshal) involved with the project, have been obtained. The order of called final inspections may be at the builder's convenience, however, please remember that all final inspections must be made and cleared before utilities are released and certificates of Occupancy issued. This includes any zoning and/or grading final.



Typical Plot Plan

County of Orange



STREET NAME



Scale: _____ = _____

1. Project Location information (i.e. APN/ Tract and Lot).
2. Building footprints and rooflines – Location and use of all existing and proposed structures and landscape areas, including size, dimensions and distances to property lines.
3. Access – Including driveways, exiting and proposed.
4. Property lines – Include and label all building site dimensions and ownership boundaries.
5. Ultimate street right-of-way lines – Including name, location, size and distance from property lines, and location of sidewalks, curb and gutter, and edge of pavement, public or private.
6. Show setbacks from property lines.
7. Easements – Including location, purpose, and dimensions. (i.e. Flood Plain, Utilities, Ingress/Egress, Open Space Conservation / Scenic, etc.)
8. Fencing and Walls – Include retaining walls, existing and proposed, with heights from grade inside the outside at all turning points and the center points of all straight sections.



Sample Business and Occupancy Declaration Letter

County of Orange

To: The County of Orange

Date: (insert date)

Permit Number: (insert permit number assigned at time of application)

It is the intention of (inset tenant's name) to begin operation of a business located at: (insert business address). The business name is (insert business name). The business phone number is (insert business phone number). The business mailing address is (insert business mailing address).

Part A. Business Information:

A description of the business is as follows: (specifically detail the business description including information such as the nature of the business and general category of business). The number of employees employed at this business is (insert number of employees and group by gender, i.e.- 5 total; 3 males and 2 females). The hours of business operation are (insert hours of operation).

A description of the adjoining tenant spaces is as follows:

To the left of this business: (describe the business to the left of this business if applicable).

To the right of this business:

Above this business:

Below this business:

In front of this business:

Behind this business:

The quantity and flashpoint of hazardous or flammable materials stored or used is as follows (insert information regarding the quantity and flashpoint of hazardous or flammable materials stored or used as a part of this business). Additional pertinent information is as follows (insert any additional pertinent information not included elsewhere in this letter).

Part B. Building Information:

The total square footage of floor area is (insert total square footage of floor area). The square footage breakdown is as follows: (insert total square footage for the following categories: office, retail, warehouse, other). This building (enter either IS or IS NOT) equipped with fire sprinklers.

(Tenant Signature and Printed Name)